



## JOB DESCRIPTION

<b>Post:</b>	Exam Invigilator
<b>Responsible to:</b>	Exams Officer
<b>Salary:</b>	£13.24 per hour Scale 2 Point 16
<b>Conditions of Service:</b>	Truro & Penwith College Conditions of Service.
<b>Main Purpose of Job:</b>	To invigilate exams in accordance with the guidance of the Awarding Body.
<b>Specific Duties:</b>	<p>To ensure that all examinations are undertaken under the guidelines of the Awarding Bodies.</p> <p>To distribute and collect all examination papers in accordance with the Awarding Body's procedures.</p> <p>To ensure students enter and leave the examination room in an appropriate manner.</p> <p>To complete and sign the attendance registers.</p> <p>Display starting and finishing times for the exams on the boards.</p> <p>Deal with any disturbances to the exam.</p> <p>At the end of an exam ensure that answer booklets have been collected correctly.</p> <p>Collect exam scripts in candidate number order.</p> <p>Give a report in the event of any discrepancy or irregularity in the progress of an examination.</p> <p>Be familiar with the current edition of the JCQ document 'Instructions for Conducting Examinations'.</p> <p>To attend annual invigilator training as provided by the College.</p>



## **General Requirements:**

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.



## PERSON SPECIFICATION

### EXAM INVIGILATOR

The person appointed should have the following skills and experience

- Good communication skills
- Knowledge of the examination process
- A thorough and conscientious approach
- Ability to relate to academic staff and students
- Previous experience within an education background would be an advantage

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.